

SAMPLE ITINERARY

New Employee Name
New Employee's Title
First Week Itinerary

Monday, Date		
Time	Item	Location
8:30 AM	Meet with [Trainer, Supervisor or Office Manager] <ul style="list-style-type: none"> • Tour of office • Set up desk and computer. • Go through Office Handbook 	Office # XXX
9:30 AM	Meet with Director	Office # XXX
10:15 AM	Meet with Co-Worker #1	Office # XXX
11:00 AM	Meet with Co-Worker #2	Office # XXX
11:45 AM	Lunch with New Employee's Supervisor	TBD
1:00 PM	Training Time	Employee's Desk
3:00 PM	Meet with Co-Worker #3	Office # XXX
3:30 PM	Meet with Co-Worker #4	Office # XXX
4:00 PM	Meet Co-Worker #5	Office # XXX

Tuesday, Date		
Time	Item	Location
8:30 AM	Meet with New Employee's Supervisor	Office # XXX
9:00 AM	Meet with Department Head	Office # XXX
10:00 AM	Quarterly Business Meeting	Conf Room # XXX
12:00 PM	Office Lunch	TBD
1:00 PM	Meet with Co-Worker #6	Office # XXX
1:30 PM	Meet with Co-Worker #7	Office # XXX
2:00 PM	Meet with Co-Worker #8	Office # XXX
2:30 PM	Meet with Co-Worker #9	Conf Room # XXX
3:00 PM	Training and Desk Time	Employee's Desk

Wednesday, Date		
Time	Item	Location
8:30 AM	Desk Time	Employee's Desk
9:00 AM	Meet with Co-Worker #10	Office # XXX
9:30 AM	Meet with Co-Worker #11	Conf Room # XXX
10:00 AM	Meet with Co-Worker #12	Office # XXX
10:30 AM	Training Time	Employee's Desk
12:00 PM	Lunch with Trainer	TBD
1:00 PM	Tour of Henry Administration Building	HAB

2:00 PM	Training and Desk Time	Employee's Desk
Thursday, Date		
Time	Item	Location
8:30 AM	Desk Time	Employee's Desk
9:00 AM	Meet with Co-Worker #13	Office # XXX
9:30 AM	Meet with Co-Worker #14	Office # XXX
10:00 AM	Training Time	Employee's Desk
12:00 PM	Lunch with Assistant Vice President's Team	TBD
1:30 PM – 5 PM	Training and Desk Time	Employee's Desk
Friday, Date		
Time	Item	Location
8:30 AM – 5 PM	Desk Time & Training	Employee's Desk
Other Scheduled Events		
Wednesday Date 8:30am – 3pm	New Employee Orientation	Conf Room # XXX

Each unit may customize this document to add additional resources specific to your organization/unit. This might include links to org charts, a list of acronyms specific to your unit, or links to specific policies or training material.